Synchronous Tools (live)

- **Collaboration**: Create and manage basic Virtual Classroom and text Chat sessions.
- **Blackboard Collaborate**: (pictured) Real-time audio & video conferencing with media and application sharing.

Asynchronous Tools (not live)

- **Announcements**: Notices posted on the front page of the course.
- **Email**: Individual or group message sending utility.
- **Discussion Board**: Topic threads and responses.
- **Wikis**: Crowd-sourced document generation.
- **Blogs**: Private journals and Group reflections.

Ways to add a communication tool in your course

1. **As a Course Menu Item**:
   a. Select the “**plus**” symbol on the Course Menu.
   b. Click **Tool Link** and choose from the list of tools.
   c. **Name** the menu item and check **Available to Users**.
   d. Click **Submit**.

2. **To a Content Area**:
   a. On the Course Menu, choose a **Content Area** in which to add a tool.
   b. Click **Tools**, choose the tool from the menu, and complete the form.
   c. Click **Submit**.